NATIONAL SAFAI KARAMCHARIS FINANCE & DEVELOPMENT CORPORATION
(A Govt. Undertaking, Ministry of Social Justice & Empowerment)
B-2, Ground & First Floor Greater Kailash Enclave Part –II,
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1. **THE CORPORATION** National Safai Karamcharis Finance & Development Corporation (NSKFDC) a wholly owned Govt. of India Undertaking under the Ministry of Social Justice & Empowerment (M/oSJ&E) was set up on 24th January 1997 as a Company "Not for Profit" under Section 25 of the Companies Act, 1956. NSKFDC is in operation since October 1997, as an Apex Corporation for the all round socio-economic up-liftment of the Safai Karamcharis, eradication of manual scavengers and their dependents throughout India.

2. The Corporation is looking for suitable candidate for the following posts on Direct Recruitment basis for Headquarter at Delhi office at present.

Sl. No.	Name of the Post & Pay Scale	Minimum Qualification and Experience:	No of Posts					Age Limits as on 31.05.2016
			SC	ST	OBC	UR	Total	
1	Company Secretary Pay Scale: Rs.29100-54500/- (IDA)	**Essential Qualification :** Degree in Arts/Science/ Commerce with membership of the Institute of Company Secretaries of India. **Desirable:** CA/CMA/LLB **Experience:** Minimum 12 years of service in the relevant field of which 7 years in the Junior/Middle Managerial level	-	-	-	1	1	**Age:** 22-40 years (i.e. candidate should have been born not earlier than 01.06.1976 and not later than 31.05.1994 both days inclusive)
2	Manager (Project) Pay Scale : Rs. 24900-50500/- (IDA)	**Essential Qualifications:** Post Graduate in Art, Science/ Commerce/ Agriculture Science/Veterinary Science /BE from recognized university/ institutes **Desirable:** MBA/LLB **Experience:** Minimum 5 years experience in the relevant field of which 3 years at the Executive level.	-	-	-	1	1	**Age:** 22-37 years (i.e. candidate should have been born not earlier than 01.06.1979 and not later than 31.05.1994 both days inclusive)
3	Manager (Finance) Pay Scale : Rs. 24900-50500/- (IDA)	**Essential Qualifications:** CA/ICWA/MBA Finance from recognized University/Institute. **Experience :** Minimum 5 years experience in the relevant field of which 3 years at the Executive level	-	-	-	1	1	**Age:** 22- 37 years (i.e. candidate should have been born not earlier than 01.06.1979 and not later than 31.05.1994 both days inclusive)
4	Assistant Manager (IT) Pay Scale: Rs. 16400-40500/- (IDA	**Essential Qualifications:** MCA/Bachelor in Computer Engineering from recognized University/Institute. **Experience:** Minimum 3 years experience in relevant filed in the Supervisory Level	-	-	-	1	1	**Age:** 22-32 years (i.e. candidate should have been born not earlier than 01.06.1984 and not later than 31.05.1994 both days inclusive)

5	Assistant Manager (HR/PR) Pay Scale: Rs. 16400-40500/- (IDA)	**Essential Qualification:** Post Graduate in Art/Science/Commerce/ Diploma in Industrial Relations/ Personnel Management /Human Resource/MBA / PG Diploma in Labour Law from recognized University /Institute **Desirable:** CS/LLB **Experience:** Minimum 3 year experience in relevant field in the supervisory level post	-	-	-	1	1	**Age**: 22-32 years (i.e. candidate should have been born not earlier than 01.06.1984 and not later than 31.05.1994 both days inclusive)

The scales shown above are based on Industrial Dearness Allowances (IDA) Pattern. In addition allowances/perks and other entitlements including encashment of leave, LTC, medical assistance for self and family, CPF, Gratuity, Insurance schemes etc are admissible as per rules of the Corporation.

3. General Information:

a) Candidates employed in Government, Quasi-Govt. and PSUs must produce 'No Objection Certificate and Vigilance Disciplinary clearance Certificate from their employer at the time of interview failing which they will neither be allowed to appear for interview nor the travel expense , if otherwise admissible, will payable to them.

b) As per Government Directives, the SC/ST/OBC candidates applying for the post(s) reserved for their respective category shall be allowed age relaxation upto 5 years in case of SC/ST and 3 years for OBC candidates. Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates) in upper age limit shall be allowed to persons suffering from (a) blindness or low vision, (b) hearing impairment and (c) locomotor disability or cerebral palsy. The PWD-SC/ST candidates applying against UR post will get only 10 years age relaxation. Persons domiciled in the state of Jammu and Kashmir during the period from 01.01.1980 to 31.12.1989, age relaxation of 5 years for Gen., 8 years for OBC and 10 years for SC/ST will be allowed. Relaxation in age will also be applicable to Ex-Servicemen as per Government Rules/DPE Guidelines. No age relaxation/concession in selection criteria is allowed to SC/ST/OBC candidates applying against unreserved vacancies. The OBC candidates belonging to "Creamy Layer" will not be considered against the posts reserved for OBC category. The eligibility of candidates, against post reserved for OBC category, will be determined as per Central List of OBC. There is no age bar for internal candidate provided they have at-least 3 years' service to superannuate

c) Only Indian Nationals are eligible to apply. Selected candidates are liable to be transferred to anywhere in India depending upon the requirement.

4. Important Dates:

Opening Date of Online Registration gateway/Remittance of Application Fee	09.07.2016
Closing Date of Online Registration gateway/Remittance of Application Fee	18.07.2016
Online written Test (Tentatively)	01.08.2016

5. . Mode of Selection:

Selection for the posts of Company Secretary, Manager (Project), Manager (Finance) Assistant Manager (IT) & Assistant Manager (HR/PR) will be based on Online written Test and Personal interview or any other mode to be decided by the Corporation.

6. Test Pattern:

The Online Written Test will be objective type. The questionnaire for the post of Company Secretary, Manager (Project), Manager (Finance) Assistant Manager (IT) & Assistant Manager (HR/PR) will be based on (i) Reasoning, (ii) English Language (ii) Quantitative Aptitude, (iv) General Awareness & (v) Computer Knowledge.

7. Examination Centre: Online written test will be held on 01.08.2016 at the centers at Delhi-NCR, Mumbai, Bengaluru, Guwahati, Lucknow, Gandhi Nagar, Bhopal, Ludhiana and Chennai.

1. **The examination will be conducted online in venues given in the respective call letters.**
2. **No request for change of centre/venue/date/session for Examination shall be entertained.**
3. **NSKFDC, however, reserves the right to cancel any of the Examination Centers and/or add some other Centre's, at its discretion, depending upon the response, administrative feasibility, etc.**
4. **NSKFDC reserves the right to allot the candidate to any centre other than the one he/she has opted for.**
5. **NSKFDC reserves the right to cancel any of the post(s) at any time as per the discretion of the Management**
6. **Candidate will appear for the examinations at an Examination Centre at his/her own risks and expenses and NSKFDC will not be responsible for any injury or losses etc. of any nature.**
7. **Choice of centre once exercised by the candidate will be final.**

8. NSKFDC reserves the right to allot any other centre to the candidate.

9. . Application Fee Details (Non-refundable

The candidates belonging to General Category/Others are required to pay application fee of Rs.200/- per post. However, candidates belonging to SC/ST/PWD/XS are exempted from payment of application fee. The candidates applying for more than one post are required to pay application fee separately for each post applied for. Exemption of fee is also available for internal candidate(s) irrespective of their category.

10. The date of reckoning age, educational qualification and experience will be 31.05.2016.

11. OTHER INFORMATION

(A) Download of Call letters:
Candidates will have to visit the NSKFDC**'s website "www.nskfdc.nic.in"** for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (xiii) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is **2 hours**, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

(B) IDENTITY VERIFICATION
In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as PAN Card/Passport/Driving Licence/ Voter's Card/Bank Passbook with photograph/Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/valid recent Identity Card issued by a recognized College/University/Aadhar card with a photograph/ Employee ID/Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

E-Aadhar Card and Ration Card are **not** valid id proofs for this purpose.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination.

(C) *GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE*
(i) The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:

- *The candidate will have to arrange his/her own scribe at his/her own cost.*
- *The scribe arranged by the candidate should not be a candidate for the same examination .If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.*
- *A person acting as a scribe for one candidate cannot be a scribe for another candidate.*
- *The scribe may be from any academic stream. However for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.*
- *Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.*
- *Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.*
- *Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.*

(ii) Guidelines for Candidates with locomotor disability and cerebral palsy:
A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function

(minimum of 40%impairment).

(iii) *Guidelines for Visually Impaired candidates:*
- *Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.*
- *The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.*

   These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

(D) General information:
1. The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centers or to conduct of another examination if considered necessary. Decision of NSKFDC in this regard shall be final. Candidates not willing to accept such change shall loose his/her candidature for this exam.
2. Decision of NSKFDC in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the NSKFDC in this behalf.
3. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
4. NSKFDC would be analysing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by NSKFDC in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, NSKFDC reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
5. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any NSKFDC recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

(E) HOW TO APPLY:

Detailed Guidelines/Procedure for:
   a. **Application Registration** (*For one post, not more than one application should be submitted by any candidate. In case of multiple applications for the same post only the latest valid (completed) application will be retained and the application fee/intimation charges paid for the other multiple registration(s) will stand forfeited*)
   b. **Payment of Fees**
   c. **Photograph & signature scan and upload.**

   12. Candidates can apply online only from   09.07.2016 to 18.07.2016 and no other mode of application will be accepted.

   13. Important points to be noted before Registration: Before applying online, candidates should-
   i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
   ii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. NSKFDC may send call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.
   iii. **Application fee/Intimation Charges (Non Refundable): Payment of Fee Online from 09.07.2016 to 18.07.2016.** Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

A. Application Procedure:
1. Candidates to go to the **NSKFDC's website "www.NSKFDC.nic.in"** click on the option "**APPLY ONLINE**" which will open a new screen.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he/she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/entertained after clicking the FINAL SUBMIT BUTTON.
5. The Name of the candidate or his/her Father/Husband etc. should be spelt correctly in the application as it appears in the Certificates/Mark sheets. Any change/alteration found may disqualify the candidature.

6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

B. Payment of Fee - ONLINE MODE
1 The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2 The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/Mobile Wallets.
3 After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4 On successful completion of the transaction, an e-Receipt will be generated.
5 Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6 Candidates are required to take **a printout of the e-Receipt** and online Application Form. **Please note that if the same cannot be generated, online transaction may not have been successful**.
7 For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8 To ensure the security of your data, please close the browser window once your transaction is completed.
9 **There is facility to print application form containing fee details after payment of fees.**

C. GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD
- IN CASE THE FACE IN THE PHOTOGRAPH OR SIGNATURE IS UNCLEAR, THE APPLICATION MAY BE REJECTED.
- CANDIDATE MAY EDIT THE APPLICATION AND RE-UPLOAD THE PHOTOGRAPH/ SIGNATURE IN SUCH CASE.

PHOTOGRAPH IMAGE:
- Photograph must be a recent passport size colour picture.
- The picture should be in colour, against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred).
- Size of file should be between 20kb-50kb.
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

SIGNATURE IMAGE:
- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The Applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the candidate may be disqualified.
- Dimensions
- 140 x 60 pixels (preferred).
- Size of file should be between 10kb-20kb.
- Ensure that the size of the scanned image is not more than 20KB.

SCANNING THE PHOTOGRAPH & SIGNATURE:
- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Colour to True Colour.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01 .jpg or image01 .jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture

Manager. Scanned photograph and signature in any format can be saved in 'jpg' format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option [Please see point (i) & (ii) above for the pixel size] in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.
While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

Procedure for Uploading the Photograph and Signature
- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link "Upload Photograph/Signature".
- Browse & Select the location where the Scanned Photo/Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button

14. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/USE OF UNFAIR MEANS:

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:

(i)   Using unfair means or
(ii)   Impersonating or procuring impersonation by any person or
(iii)   Misbehaving in the examination/interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
(iv)   Resorting to any irregular or improper means in connection with his/her candidature or
(v)   Obtaining support for his/her candidature by unfair means, or
(vi)   Carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable :
    (a)   to be disqualified from the examination for which he/she is a candidate
    (b)   to be debarred either permanently or for a specified period from any examination conducted by NSKFDC.
    (c)   for termination of service, if he/she has already joined NSKFDC.